

ADMINISTRATIVE ASSISTANT – JOB DETAILS

Access permits: Any new entrance on a town road (not a private or state road) requires an access permit or road cut permit from the town. The town clerk has the permits. Once filled out, the road commissioner needs to see it to make recommendations on any culverts, etc. that must be placed. Once the road commissioner has made his recommendations, it is then given to the Select Board for approval at a board meeting. The signed original gets mailed to the homeowner with a copy going to the Town Clerk, the listers and one for your files.

Annual Financial Plan: This will come during highway grant season. It is the way the state keeps track of what the town is spending on and what the town is eligible for in state funds. Contact Brian Sanderson, the district 3 supervisor and they will arrange to meet with you and the road commissioner to complete the form. You will need a copy of the Town Report for the numbers they need. The AFP needs to be submitted within 60 days of the budget being approved by the voters. It is a requirement to apply for highway grants.

Agendas: The board chair approves the agenda the Thursday before the meeting then it gets emailed to all the board members and the treasurer. An agenda for a regular meeting must be posted 48 hours before the meeting. A special meeting must be posted 24 hours before the meeting and the designated newspaper must be notified that a special meeting will be taking place. An emergency meeting must be posted as soon as possible. Agendas are posted on the website (email to town clerk), on the town clerk's bulletin board, the select board side bulletin board and at the post office.

NOTE: a warning is different from an agenda. You can include the agenda in a warning for the special/emergency meetings. For the regular meetings, the schedule of meetings at the beginning of the year is sufficient so only the agendas need to be posted.

Certificate of Highway Mileage: This will come in the beginning of the calendar year and is due in February. Unless the town has added a road or thrown up a road, the mileage will be the same every year. You can get with the road commissioner or Brian Sanderson, the district 3 supervisor with any questions. Fill it out accordingly, present it to the board to be signed then give it to the town clerk. When the certificate comes back signed, the town clerk will give you a completed copy. By law, you only need to keep the certificate for one year.

DOT Drug Testing: Our highway crew are all eligible for random drug testing, along with all other CDL drivers in the state, mandatory by law. Every so often you will get a list from Jim Bernier asking you to confirm that the people he has on his list still work for the town. You will be notified when one of our guys gets drawn. They will give you a time and date for the test. The day of the test, let the Road Commissioner know that whoever it is needs to be at the Town Garage at a certain time. If it is the road commissioner, notify him when the guy shows up to do the testing, he will have an hour to show up at the Town Garage.

E-911: You are the coordinator for 911 with the state and Tyler Hermanson is our contact tyler.hermanson@vermont.gov You are responsible for assigning new 911 numbers as well as maintaining the 911 database. Each year you will get new 911 maps. Follow the instructions contained.

Grants: You are responsible for all grants applied and awarded to the town. Keep detailed records of all grants, with any information pertaining to them. The highway grants, such as Class 2, Better Roads and Structures will be perennial.

Grand List Corrections: The listers will occasionally find errors in the grand list. When this happens, they will present you with a completed form signed by at least two of the listers. The board needs to sign this during a board meeting. Then the pink copy goes to the town clerk, the white copy goes to the listers and the yellow copy goes to the treasurer.

Green Up day: This is the first Saturday in May. The posters and green up bags will be delivered to the town. In early April, call Casella and order the green up dumpster (they should have all the specs on file from previous years). Check with the road commissioner to see when he wants it delivered and for how long he wants to keep it after green up day.

Local Emergency Operations Plan: Due May 1st, completed by the Emergency Management Officer, Matt Jakubowski. Must be signed by an ICS certified Board member then returned to the Rutland Regional Planning Commission.

Meetings: You are responsible for making sure the board has all the information needed at their meetings, as well as taking the minutes. The draft minutes from the last meeting should be emailed to all the board members on the Thursday before the meeting along with the agenda. An agenda and draft minutes along with anything pertaining to the meeting needs to be on the table for each board member.

Minutes: Minutes must be taken at every Select Board meeting and clearly marked 'draft'. They must be posted within 5 calendar days on the website (emailed to the town clerk). They are then approved at the next board meeting and posted as approved minutes. The law does not require they be posted anywhere but we also post those to the website. The approved minutes are then copied into the official minutes book and catalogued. Note: the only time minutes are not taken is during an executive session. The minutes should contain who is present at the meeting, what the motion is, who makes the motion, who seconds it and if all in favor or not. The details of the conversations need not be in the minutes but a summary of the conversation and the results if any. *See the open meeting law for more information on minutes and what must be contained in them.

Organizational Meeting: This is the first select board meeting after Town Meeting. The first act of business directly following the 'call to order' is the election of the chair and the clerk. Then the board must designate a newspaper for legal notices and appoint a tree warden. All the appointed people whose terms are up in March must also be reappointed. *Earlier in the year, send a letter to each of them and ask if they would like to be reappointed. They should all answer you by the first meeting after town meeting so you can submit a list also at this meeting for the board to approve. Then you can send a letter to each of these people stating that they reappointed and when their new term is up. After this meeting, you must present the town clerk with a list including the board chair, clerk and all other appointments. The list should also get included in the minutes for this meeting.

OSHA/VOSHA: You can contact VLCT PACIF to see if there are any classes you can take to become familiar with what you need for OSHA. Any injuries that occur and are reported to you must be reported to PACIF within 72 hours, regardless of weekends or holidays. Go to the PACIF website and fill out the 'first report of injury' regardless of the information you have. Call VLCT for any help, they are wonderful!

PACIF: Our insurance company. Wade Masure is our consultant. If you have any questions about liability, contact him.

Records Request: Open Meeting Law! Almost any piece of paper, email or other digital file is open to public records request. The exception is mostly personnel information, such as reviews or insurance information, any legal correspondence or anything from any executive session.

SAM Registration: This has to be done once a year so we are eligible to receive grants from the Federal Government. Go to the website and follow the prompts.

Town Attorney: this is Bill Bloomer in Rutland.

Town Properties: The town owns: town hall, town garage, community center, transfer station, recreation fields, municipal forest, several cemeteries.

Town Meeting: The only responsibility you have for Town Meeting is the warning. This warning will be published in the Town Report and tells the voters what will be on the ballot. Requests for money from organizations will come in to the town clerk, the treasurer and sometimes you. They all need to have their own article on the warning. Article 3 is the most important as it states what the town needs to collect in taxes. This number comes from the treasurer. The elected offices come from the town clerk. Have someone proof read before it gets presented to the board for them to sign it. Once it is signed, it goes to the town clerk to post and build the election ballots. NOTE: Every 5 years, the question on keeping the fire department tax exempt will have to be back on the ballot. This was last done in 2017.

VLCT: Vermont League of Cities and Towns. Clarendon is a member and it is a wonderful resource for questions on the law and (usually) free advice. Contact them at info@vlct.org On their website, they do list classes and trainings but you will also receive emails from them (as does the board) about upcoming trainings.